

Vendor Document Management

Advanced solutions for managing vendor data.

aconex



Cambridge University

Cambridge, England, U.K. | Project Value: US\$1.7 billion

Managing vendor data can be a difficult, time-consuming process.

During a project, potentially thousands of documents from hundreds of vendors need to be managed efficiently. For the contractor, processing, tracking and reporting on these items has traditionally been a manual, resource-intensive process – involving various spreadsheets, email and internal systems.

A system that reduces complexity, improves data capture and increases control can help address these challenges. And getting it right can help meet deadlines, drive down cost and control risk.





Recognize these challenges?

- Compressed timelines
- Inefficiencies due to manual processes across multiple systems
- Needing more and more resources to cope with the volume
- Incomplete capture of documentation
- Difficulty providing timely and accurate reports
- Time lost chasing supplier document submissions
- Lack of visibility into supplier performance
- Disputes over what was sent, received or agreed.

Aconex can take the headache out of vendor document management.

Simplify & automate vendor document management

Developed with industry input and experience, the Aconex Vendor Document Management solution provides a secure, central platform for asset owners, project managers and engineers to manage vendor data.

Benefit from:

Full capture of vendor information

- A single platform for the efficient capture, management and control of vendor documentation and correspondence between all parties
- All parties benefiting from the same efficiencies, assisting supplier adoption.

Increased speed & efficiency

- Fully integrated within the Aconex collaboration platform — no need for software, additional hardware or extensive training
- Intuitive design and administrative task automation create a fast, efficient process.
- Increases accuracy and reduces the need for data entry when receiving documents.

Increased control & visibility

- Extensive reporting of all captured project information gives real-time visibility to vendor document package status, overdue documents and supplier performance. Identify and act immediately on potential issues.
- Vendor data information is securely captured for full and timely provision at handover.



Powerful features make managing vendor data easy

Transparent tracking and visibility

Stay up to date with real-time, on-demand reporting on the status of any package or document.

- Search and report across multiple packages
- Run detailed document-level tracking
- See graphical reports to easily identify the progress or delays of packages and documents.

Confidence in security and access control at every stage

Know that information and correspondence will be received by the right people in a secure and timely manner.

- The single, online platform ensures that information is securely available anywhere, any time.
- All users need is internet access and an Aconex password
- No file size limits or restrictions
- Control who can access and administer document packages.

The screenshot shows a software interface with a search bar at the top and a table below. The search bar includes fields for Package Number, Description, Super Search, Required By, and Supplied By. The table displays a list of packages with columns for Package Number, Description, Required By, Supplied By, Progress Summary (with progress bars), Submission Required - Overdue, Submitted - Overdue, and Total Documents.

Package Number	Description	Required By	Supplied By	Progress Summary	Submission Required - Overdue	Submitted - Overdue	Total Documents
4028-A-0010	Management of Project Contract	Atlas Exploration	Enigma Engineering	15%	2	34	243
4028-A-0020	Long Lead Pipeline Procurement Contract	Atlas Exploration	Enigma Engineering	75%	0	0	47
4028-A-0030	Engineering Design Contract	Atlas Exploration	Enigma Engineering	2%	168	42	1741
4028-A-0040	Management of EPC1 (Topside)	Atlas Exploration	Enigma Engineering	30%	0	25	173
4028-A-0050	Management of EPC1 (Structural)	Atlas Exploration	Enigma Engineering	33%	0	25	139
4028-A-0060	Management of EPC1 (Subsea)	Atlas Exploration	Enigma Engineering	60%	0	3	26
4028-A-0070	Management of external consultants & communications	Atlas Exploration	Enigma Engineering	30%	0	20	71

Smart use of automation

Automate manual document management processes to increase accuracy and speed.

- Automated calculation of due dates and statuses
- Automated submission of documents to the right people
- Automated reporting on who currently has each document.

The screenshot displays a document management interface for document ID 'EW-11010'. It is categorized as an 'Elec sub station' and is currently 'Active'. The document is supplied by 'Enigma Engineering' and required by 'Majestic Builders'. For the supplier, the 'Send to' field is set to 'Alice Templeton - Enigma Engineering' with a 10-day turnaround to resubmit documents. For the required party, the 'Send to' field is set to 'Patrick O'Leary - Majestic Builders' with a 10-day turnaround to review documents. A progress summary at the bottom shows 116 total documents with the following status distribution: 84 Not Started (72%), 6 Submission Required (5%), 21 Submitted (18%), 0 Canceled (0%), and 5 Completed (4%).

Field	Value
Number	EW-11010
Description	Elec sub station
Status	Active
Supplied by	Enigma Engineering
Send to *	Alice Templeton - Enigma Engineering
Transmittal Template	View/Edit
Turnaround *	10 days to resubmit documents
Required by	Majestic Builders
Send to *	Patrick O'Leary - Majestic Builders
Transmittal Template	View/Edit
Turnaround *	10 days to review documents
Total Documents	116
Progress Summary	
Not Started	84 (72%)
Submission Required	6 (5%)
Submitted	21 (18%)
Canceled	0 (0%)
Completed	5 (4%)

About Aconex

Aconex provides the #1 cloud solution to manage information and processes for the world's largest construction and engineering projects. Aconex gives owners and contractors project-wide visibility and control between the many different organizations collaborating across their projects.

With more than 500,000 users and over US\$1 trillion of project value delivered in 70 countries, Aconex is the industry's most widely adopted and trusted platform. The company's global customer base includes nine of the top ten engineering, procurement and construction (EPC/EPCM) firms, 23 of the 25 largest global design firms, and nearly all Fortune 500 construction and engineering companies.

Founded in 2000, Aconex has 40 offices throughout the world, including headquarters in Melbourne, Australia and San Francisco, California.

Our clients have recognized that the Aconex solution is rich in features that support industry processes and that it meets or exceeds their internal security and data management standards. This is backed by unmatched client service that ultimately drives user adoption, maximizes return, mitigates risk and promotes project success.

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